

Lewis County Juvenile Court Employment Opportunity

LEGAL ASSISTANT

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full Time

Salary: Range 15 - \$2,867 - \$3,858/mo.

Posting Date: March 11, 2014 through March 24, 2014 at 4:00 p.m.

DEPARTMENT/OFFICE

Juvenile Court
360 NW North St, MS:JUV01
Chehalis, WA 98532

POSITION SUMMARY

This is a represented position by Teamsters

Under close supervision, performs a variety of legal administrative functions on behalf of the Lewis County Juvenile Court; provides legal support to assigned attorneys; prepares and files legal documents; creates and maintains case files; responds to inquiries and provides assistance to the general public; and performs other specialized duties relative to area of assignment.

See www.lewiscountywa.gov/jobs for complete job description and application materials.

HOW TO APPLY

Application Materials available online at: www.lewiscountywa.gov/jobs or pick up application package between the hours of 8:00 a.m. and 5:00 p.m. at: 1255 SW Pacific Ave
Chehalis, WA 98532

Submit application, resume, cover letter and supplemental questionnaire to Lewis County Juvenile Court
Mailing address: 360 NW North St MS:JUV01
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1371. Please note, there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting,

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions and possess the knowledge, skills, and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

[Lewis County Employment Application](#)
[Authorization to Release Information](#)
[Resume](#)
[Cover Letter](#)
[Supplemental Questionnaire](#)

All application materials must be received by Juvenile Court by **4:00 pm** on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to susan.wickert@lewiscountywa.gov or faxed to 360-740-2258 providing a signed hard copy follows within 5 business days or delivered to 1255 SW Pacific Ave Chehalis, WA 98532

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

MINIMUM QUALIFICATIONS

- Associate's Degree in Legal Assistant studies; AND two (2) year's legal clerical experience, OR an equivalent combination of education, training and experience according to Section 2 of the Lewis County Employee Handbook.
- A Notary Public License
- Must possess a valid Washington State Driver's License.
- Communicating effectively verbally and in writing
- **Must successfully complete a criminal history investigation.**

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services